

SAMPLE #2

888 Driveway Street, Los Angeles, California 92641 • 888.888.8888 • samplersum@gmail.com

Area of Interest: **ACCOUNTING/FINANCE**

Competent, focused, and goal-oriented management professional, with strong qualifications developed over extensive accounting experience with international and domestic financial reporting. Possess a career history of proven expertise in dealing with economic and business functions, all in time-critical, fast-paced, and high-volume settings. Accurate and highly analytical in all work-related assignments; can immediately contribute to corporate financial goals and objectives. Demonstrates capability in monitoring daily cash transactions and recording all financial activity; has in-depth knowledge of maintaining, reviewing, and reconciling financial records in accordance to company's internal policies and procedures. Establishes and maintains effective working relationships with sales, operations and senior management of a Fortune 500 company.

KEY STRENGTHS

Effective Team Leader and Player
Process Improvement
Strategy and Analysis

Tactical Planning and Development
Financial Analysis
Interpersonal Skills

Problem Resolution
Decision Making Techniques
Persuasive Communicator

PROFESSIONAL EXPERIENCE

CBI Americas LTD (Chicago Bridge and Iron Company) • The Woodlands, TX

ACCOUNTING MANAGER, CENTRAL SOUTH AMERICA REGION

NOV 2004-PRESENT

- Manage financial reporting with more than \$1.2 billion in revenue annually for a top EPC company
- Utilize strong leadership skills in supervising accounting and payroll staff; coordinate hiring process, training, and evaluating staff performance
- Prepare and analyze monthly financial statements, quarterly schedules, management reports, and perform analysis of monthly variance based on GAAP, and international accounting reporting regulations
- Manage consolidation process for actual and forecast on 35 companies including foreign currency companies
- Oversee monthly process for inter-company elimination transactions between parent and subsidiary companies in a reporting group during the consolidation
- Conduct monthly revaluation of foreign currency; review and approve all GL reconciliations
- Provide primary leadership for various functions involving contract accruals, accounts receivable, intercompany billings, job cost accounting, overhead and administrative budgets, and fixed assets; handle all internal and external audit issues and three month cash flow forecast
- Develop annual business plan and utilize knowledge of foreign tax laws and reporting (VAT, IVA), SFAS109 tax returns

CB&I Constructors, Inc . • Houston, TX / Claremont, CA

ACCOUNTING MANAGER / ACCOUNTING SUPERVISOR

JULY 1989-NOV 2004

- Prepared monthly financial statements, annual business plans, overhead budgets; analyzed budget variances
- Managed customer invoices and general ledger, prepared journal entries, and facilitated account reconciliations
- Utilized computer system in managing contracts including new contracts set up, revisions, and reports
- Oversaw payroll, accounts payable, accounts receivable collections, setup bank accounts and fixed assets

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SELECTED ACCOMPLISHMENTS

- Authored accounting policy and procedures manuals
- Played a pivotal role on design and implementation team for financial reporting and consolidation program from Hyperion Enterprise to System 9 (HFM, FDM, and Planning)

EARLIER EXPERIENCE

Majestic Party Sales ▪ Duarte, CA

OFFICE MANAGER / WAREHOUSE SUPERVISOR

1980-1989

CREDENTIALS

Accounting Certificate (CPA Program): 2007

Montgomery College ▪ Conroe, TX

Candidate for the Texas CPA Exam 2008 (currently taking exams)

Bachelor of Arts in Business Administration: 2003

University of Phoenix ▪ Houston, TX

PERSONAL DEVELOPMENT

Accounting and Tax Reporting seminars, Houston, TX

Franklin Time Management Course, Ontario, CA

Quality Management Course, Fontana, CA

PROFESSIONAL AFFILIATIONS

President of Montgomery College Accounting Club, 2005-2008

AICPA, *Student Membership*

Texas Society of CPA, Houston Chapter, *Student Membership*

SOFTWARE PROFICIENCY

Microsoft Windows, Microsoft Office (Excel, Word, Power Point, Access) Power user
JD Edwards, AS400 System, Hyperion Enterprise, Hyperion Retrieve excel, Hyperion Planning,
HFM, FDM, Oracle, PeopleSoft, Lotus Notes, Microsoft Mail, Visio, QuickBooks Pro, Peachtree